

EFFECTIVE

April 1, 2007.

SUBJECTS

1. Adoption Support Subsidy Program Form Revisions
2. CDC Form Updates
3. Updated Graphic Exhibits

**1) ADOPTION
SUPPORT SUBSIDY
PROGRAM FORM
REVISIONS**

The following Adoption Subsidy Program forms are revised and released in Word:

- DHS-1341, Adoption Support Subsidy/Nonrecurring Adoption Expenses Eligibility Application (rev. 2-07).
- DHS-4081, Adoption Assistance and Nonrecurring Adoption Expenses Intent Statement (rev. 2-07).
- DHS-4810, Application Checklist (Adoption Assistance, Nonrecurring Adoption Expenses & Medical Subsidy) (rev. 2-07).
- DHS-4813, Adoption Support Subsidy Program Other Payment Resources (rev. 2-07).
- DHS-4814, Nonrecurring Adoption Expenses Application/Agreement for a Child Without Support Subsidy (rev. 2-07).
- DHS-4817, Adoption Subsidy Program Change Request (Child Not Yet Adopted) (rev. 2-07).

Forms must be completed by computer or typewriter. All unused paper copies of previous editions (now obsolete) must be discarded. The Adoption Subsidy Program Office will not accept obsolete forms dated after December 18, 2006. Refer to L-letter 06-169 for additional information.

2) CDC FORM UPDATES

New Forms

DHS-220-A

DHS-220-A, Day Care Aide Provider Application

New form, DHS-220-A, has been created to be completed by a person, including a relative, who is applying to become enrolled as a day care aide to provide child care in the home where the child lives. This form replace the DHS-220/220-SP, Day Care Aide/Relative Care Provider Application.

DHS-220-R

DHS-220-R, Relative Care Provider Application

New form, DHS-220-R, has been created to be completed by a person, who is a grandparent/step-grandparent, great-grandparent/step great-grand parent, aunt/step-aunt, uncle/step-uncle, or sibling/step-sibling of the child needing care, who is applying to become enrolled as a relative care provider to provide care in his/her home when it is **not** the home where the child lives. This form replaces the DHS-220/220-SP, Day Care Aide/Relative Care Provider Application.

Obsolete Form

The DHS-220/220-SP, Day Care Aide/Relative Care Provider Application form is now obsolete.

3) UPDATED GRAPHIC EXHIBITS

Graphic exhibits were updated in the following forms:

- DHS-247, Request for EBT Food Stamp Authorized Representative (FSAR) (rev. 12/06).
- DHS-582, Medicaid Case Reading (rev. 1/07).
- DHS-712, CDC Need Hours Worksheet (rev. 4/07).
- DHS-3227, Tentative Patient Pay Amount Notice (rev. 9/06).

- DHS-3503C, Verification Checklist for Citizenship/Identity (created 12/06).
- DHS-4025, Child Development and Care Provider Verification (rev. 1/07).
- DHS Pub 788 (SP), Home Heating Credit Notice (rev. 11/06).
- MDCH-726, Nursing Facility Eligibility (rev. 10/06) (publication).
- MSA-2565-C, Facility Admission Notice (rev. 12/06).
- MSA-4674, Medical Transportation Statement (rev. 7/06).
- MSA-4674A, Medical Transportation Statement: Chronic Ongoing Statement (rev. 7/06).

**MANUAL
MAINTENANCE
INSTRUCTIONS****Added Items ...**

RFF 220A
RFF 220R
RFF 1341
RFF 3503C
RFF 4081
RFF 4810
RFF 4813
RFF 4814
RFF 4817

Changed Items (content changes) ...

RFF 247
RFF 582
RFF 712
RFF 726
RFF 830
RFF 1291
RFF 2565C
RFF 3227
RFF 4025
RFF 4674
RFF 4674A
RFF PUB478
RFF PUB788

Changed Items (link changes only) ...

RFF 826
RFF 4350

Deleted Items ...

RFF 220